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1 Editorial Policy

1.1 *SYNLETT* reports research results and trends in synthetic organic chemistry. The journal is comprised of short personalized reviews referred to as **Accounts** or **Synpacts** and rapid preliminary communications referred to as **Letters**. All fields of scientific endeavor that involve organic synthesis are considered.

Preprints. The editors of *SYNLETT* consider any manuscript made available to the public on personal web pages, in electronic journals, public computer databases, or news groups as published and therefore **not acceptable**.

1.2 **Accounts** (up to 25 template-based pages, including tables and graphics) are reviews of significant recent work from the research group of the principal author. The aim of an Account is to report on new developments of interest to a broad readership of scientists who are involved in preparative organic chemistry, but who are not necessarily specialists in the area covered. The author is encouraged to discuss the reasoning involved in conceiving and carrying out the research and to introduce a personal flair that will convey some of the excitement, the “highs” and “lows” that were encountered. Since the emphasis is on the results from a specific research group, a comprehensive coverage of other research in the area is not expected, although an effort should be made to place results in context. They are normally invited; authors wishing to submit an Account are requested to first contact Professor K. P. C. Vollhardt, the Editor in Chief.

1.3 **Synpacts** (up to 4 template-based pages) are short articles in which authors highlight a recent published breakthrough from their research group. The aim of a Synpacts is to place the work into a broader context and to delineate how it impacts the field. They are normally invited; authors wishing to submit a Synpacts are requested to first contact Professor K. P. C. Vollhardt, the Editor in Chief.

1.4 **New Tools in Synthesis** are reviews of conceptual methodological or technical developments of areas of synthetic strategy and methods that are of importance to synthetic chemists. The significance of the work to the broader context of organic chemistry is highlighted and the area is explained in such a way as to make it understandable to non-specialists. These articles are generally invited; however, uninvited proposals or manuscripts will be considered. Please contact Stefanie Baumann (stefanie.baumann@thieme.de) at the editorial office.

1.5 **Letters** (normally not to exceed 4 template-based pages, including tables, graphics, and references and notes) are preliminary reports of new research results whose significance to the scientific community justifies rapid communication. The Regional Editors evaluate Letters with the aid of re-

feres on the basis of urgency, quality, originality, and general interest. The Editor may also reject inappropriate manuscripts without consulting referees. Authors are required to submit a brief statement of the significance of the work presented. The results should not have been previously published in any form or have been submitted for publication elsewhere.

1.6 *SYNLETT* **Spotlights** focus on reagents chosen by predoctoral students. Inquiries concerning this section should be directed to the editorial office **prior to** manuscript preparation (spotlights@thieme.de).

2 Manuscript Submission

2.1 Instructions for Electronic Submission

Manuscripts must be submitted exclusively online at <http://mc.manuscriptcentral.com/synlett>. Manuscripts (except Spotlights, see Section 1.6) may no longer be submitted by regular mail or e-mail.

Commonly used text processors should be used for preparation of the manuscripts. The manuscript has to be accompanied by a cover letter, in which the authors briefly explain the significance of their findings and the interest to the readership of *SYNLETT*.

The manuscript (main text, tables, structural formulas and figures) should be submitted as one file. Authors will be guided stepwise through the uploading of various files. Before submission, prepare and have available all information on the manuscript (cover letter, title, short title, key words, full name and affiliation of all authors, abstract, names of all files to be submitted).

The system automatically converts source files to a single Adobe Acrobat PDF version of the article, which is used in the peer-review process. Please note that even though manuscript source files are converted into PDF at submission for the review process, these source files are needed for further processing after acceptance. All correspondence, including notification of the editor's decision and requests for revision, takes place by e-mail.

The following items should be submitted via the online submission site:

- **Manuscript main document:** It is necessary to embed the tables/figures/schemes in the relevant position or at the end of the manuscript file. The manuscript (main text, tables, structural formulas and figures) should be submitted as one file. Authors are strongly encouraged to use the template for manuscript preparation, available at www.thieme-chemistry.com/en/products/journals/synlett/for-authors.html. Manuscripts can also be submitted without using the template, although this is not the preferred option. All non-template manuscripts must still be presented in a format that is both logical and easy to follow, otherwise they may be rejected without evaluation. All graphics and tables must be integrated into this file.
- **Graphic files:** as individual files or all files together in zipped format.

- **Graphic abstract:** for the table of contents (to be submitted as a separate file).
- **Cover letter:** highlighting the novelty, significance, and urgency of the submitted work, which merits rapid publication and providing details of other relevant information, e.g., submitted or in press manuscripts.
- **Supporting Information** (optional): in Word or PDF format.
- **Primary Data** (optional): as zip file.

2.2 Editorial Board Responsibilities

Authors should address their manuscripts to the appropriate Regional Editor via the online submission site of *SYNLETT* (<http://mc.manuscriptcentral.com/synlett>).

2.2.1 Accounts and Synpacts should be addressed to the Editor in Chief.

Prof. K. Peter C. Vollhardt
University of California at Berkeley, USA
E-mail: kpcv@berkeley.edu

2.2.2 Letters should be addressed to the appropriate Regional Editor given below.

The Americas:

Prof. Victor Snieckus
Queen's University, Kingston, Canada
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Prof. Tomislav Rovis
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E-mail: synlett@lamar.colostate.edu

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3 Manuscript Preparation

3.1 Authors should first examine a current issue of *SYNLETT* for guidance with respect to format, style, and presentation.

The **language** of publication is English. When this is not the author's native language, the manuscript should receive language polishing from a native speaker before submission. British and American spellings are both acceptable as long as consistency is maintained throughout an individual manuscript.

3.2 Nomenclature should be based on the systematic rules adopted by the IUPAC or Chemical Abstracts. We recommend that authors check their nomenclature carefully before submission. Trivial names should be avoided unless they offer a distinct advantage over the corresponding systematic names.

The use of **abbreviations** is recommended in experimental details, tables, and formula schemes, but should not be used in the title, abstract or text. Common abbreviations, such as *t*-Bu, Et, Me, Ph, DMF, mp, mL, mmol, and min, do not need to be defined; less common or ambiguous abbreviations should be defined when they first appear. For more information see the abbreviation list at www.thieme-chemistry.com/en/products/journals/synlett/for-authors.html. **SI Units** should be used.

3.3 Graphic abstracts. A drawing, representing a visual summary of the work performed, must be provided [maximum dimensions 12 x 4 cm (4.7 x 1.6 in.), using the same settings as required for all other drawings]. The graphic abstract, which appears in the Table of Contents, will often determine whether a reader continues to read the full article. Therefore, accurate, informative, and clear graphics are required and the use of color is strongly encouraged. Graphic abstracts should convey the major point of the article to the reader; equations given should be clear and substantive information (yields, reaction time, etc.) should be included. The graphic abstract does not replace the written abstract. Samples are available for download from www.thieme-chemistry.com/en/products/journals/synlett/for-authors.html.

3.4 The **title** (maximum 200 characters, including spaces), appearing at the top of page one, should accurately reflect the contents of the manuscript. A short title should be provided for the header (maximum 65 characters, including spaces). First letters of all words, except for conjunctions, articles, and prepositions, should be capitalized.

The **names** of the authors (please spell out first and last names) and the **addresses** at which the research was performed should appear under the title. Authors should also include a fax number and an e-mail address for correspondence. Use the letters a, b, etc. as superscripts to relate authors to addresses, and a star to indicate the author to whom correspondence regarding the paper should be addressed. Use a number in the References and Notes section to give the current address of an author when necessary, please do not use any other symbols. A short **dedication** may appear after the addresses of the authors.

Accounts, New Tools and Spotlights should be submitted with biographical sketches and photos of all authors. Synpacts should be submitted with biographical sketches and either

one group photo of all authors or **one photo** of the main author.

3.5 All articles must contain a written **abstract**, which should summarize the results and conclusions of the research performed, without using compound numbers. **Five to eight key words** should be chosen with reference to our key word list (see www.thieme-chemistry.com/en/products/journals/synlett/for-authors.html).

3.6 Formula schemes, figures, and artwork require a unique title and must be referred to in the text. Drawings can only be named Scheme, Figure, or Equation. In Schemes (which show reactions) where the reaction conditions are not given in the caption, reagents and conditions should appear above the arrow, with yields and selectivity results below the arrow. Color graphics are reproduced at no cost to the author, provided color adds significantly to the scientific understanding of the paper.

3.7 Tables must be created in Word format and should have a title. Designate footnotes as superscript a, b, c, etc.

3.8 A formal **experimental section** is not required. Authors are nevertheless asked to provide sufficient experimental details, either in the text or in the References and Notes section, such that important new work reported can be repeated (quantities of reactants and solvents, reaction time, reaction temperature, workup details, and yield data). In addition, physical and spectroscopic data for significant new compounds should be supplied, as well as microanalytical or HRMS and ^{13}C NMR data when appropriate.

Supporting Information (optional) should be uploaded as a Word or PDF file. This will be used in the reviewing process and can be published online upon request.

Primary experimental data (optional) are all types of analytical data in their original format as obtained from the technical equipment used for compound characterization. All data should be uploaded as zip files. Data for specific compounds should be summarized in separate folders with subfolders for each analytical technique (^1H NMR, ^{13}C NMR, MS, HRMS, etc.). An additional Word document has to be prepared, describing the software which allows processing the data, as well as giving the structures and corresponding compound numbers for all provided data sets (see also www.thieme-chemistry.com/en/products/journals/synthesis/for-authors.html). Primary data will be published in zip format and will receive a unique DOI different from that of the corresponding article. This allows independent citation of the data.

Crystallographic data. Complete X-ray data will not be published. These data should be deposited at an appropriate international data institute, and the deposition number cited in a reference.

CAS registry numbers may be supplied in the following format [CAS Reg. No. XXXXXX-XX-X] and placed under the compound name title.

3.9 Acknowledgments should be brief and placed before the References and Notes section.

3.10 References and Notes should be placed collectively after the acknowledgment section and numbered consecu-

tively. Authors are encouraged to list all relevant references and cite extensively. When one reference number contains more than one citation, please separate them into (a), (b), (c), etc. (see example 2). Provide the names and initials of **all** authors and do not use et al. Use journal abbreviations in accordance with Chemical Abstracts (Chemical Abstracts Source Index, CASSI). If reference is made to a patent or a less readily available journal, the Chemical Abstracts reference should also be cited. Please do not use tabs.

From issues 01/2012 onwards, volume numbers are introduced for *SYNTHESIS*, *SYNLETT* and *SYNFACTS* (previous volumes up to 2011 will not be numbered retrospectively).

Examples of References and Notes

- (1) New address: P. J. Kocienski, School of Chemistry, University of Leeds, Leeds LS2 9JT, UK.
- (2) (a) List, B. *Synlett* **2001**, 1675. (b) Harb, H. Y.; Procter, D. J. *Synlett* **2012**, 23, 6. (c) Müller, T. J. J. *Synthesis* **2012**, 44, 159. (d) Kocienski, P. *Synfacts* **2012**, 8, 5.
- (3) Meyers, A. I.; Flanagan, M. E. *Org. Synth. Coll. Vol. IX*; John Wiley & Sons: London, **1998**, 258.
- (4) Reissig, H.-U.; Zimmer, R. In *Science of Synthesis*, Vol. 33; Molander, G.-A., Ed.; Thieme: Stuttgart, **2006**, 371.
- (5) Kolotilo, N. V.; Sinitza, A. A.; Rassukana, Yu. V.; Onys'ko, P. P. *Zh. Obshch. Khim.* **2006**, 76, 1260; *Chem. Abstr.* **2006**, 146, 316980.

4 Additional Information

4.1 By accepting a manuscript, the publisher acquires the **copyright**, including the rights of translation, for the duration of the copyright period. Authors receive the copyright form together with the galley proofs of their article.

4.2 Galley proofs will be sent to the corresponding author by e-mail as a PDF file for corrections. Authors may be required to provide additional information at the proof stage, in order to comply with the above instructions.

4.3 Authors do not receive **fees**, and **page charges** are not levied.

4.4 Authors receive electronic **reprints** in PDF format free of charge and, upon request, one copy of the printed issue containing their article. These will be sent after print publication of the journal issue.

4.5 Correspondence concerning accepted manuscripts and galley proofs should be directed to:

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The Instructions for Authors as well as information on our archiving policy can be found on our website:

<http://www.thieme-chemistry.com/en/products/journals/synlett/for-authors.html>

TECHNICAL DETAILS FOR SUBMISSION

Best way

Prepare the manuscript in Word, with graphics and tables integrated into the text, using the manuscript template available at www.thieme-chemistry.com/en/products/journals/synlett/for-authors.html.

Manuscripts (except Spotlights) must be submitted via <http://mc.manuscriptcentral.com/synlett>.

• Before submission

Prepare the cover letter and have available all information on the manuscript (title, short title, key words, full name and affiliation of all authors, abstract, names of all files to be submitted).

• File submission

The following items should be uploaded:

- **Manuscript main document:** Please embed the tables/figures/schemes in the relevant position or at the end of the manuscript file. Template usage is preferred.
- **Graphic files:** preferred as zip files
- **Graphic abstract:** for the table of contents
- **Cover letter**
- **Supporting Information** (optional): as separate file
- **Primary Data** (optional): as zip file

• Preparation of text*

- Please do not use footnotes or endnotes.
- Subscripts and superscripts should be made in the standard way and not by reducing the point size.
- References should have only one space after the number, do not use tabs.
- Please assign where figures, schemes and tables should be placed and cite them in the text.
- Captions for graphic files should be given as part of the manuscript text, not as text within the graphic.
- Avoid underlinings and indentations.

• Tables*

- Tables must be created in Word format.
- Please use table formatting.
- Each item (paragraph, graphic, etc.) should be placed in its own cell.

• Photos

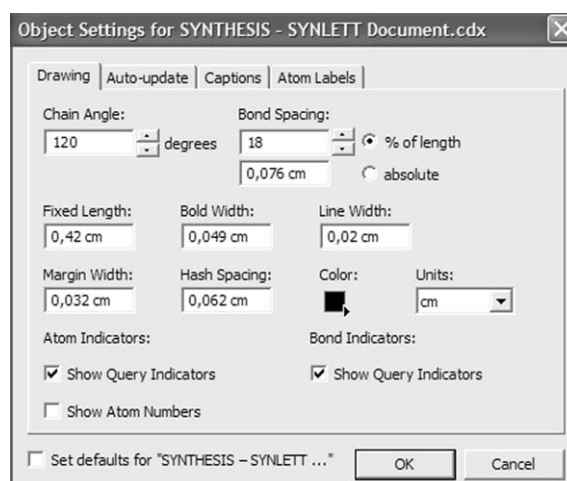
We accept only

- JPG files, TIF files (not less than 300 dpi)

* **Template users: Please also refer to the instructions contained therein!**

• Graphic files*

ChemDraw files are preferred (see settings):



If you use the pre-installed ChemDraw settings (File – Apply Document Settings from – SYNTHESIS, SYNLETT Document), the images must be scaled down to 70% (either by the author or in the editorial office) to reach the correct final sizes: 8.5 cm (3.4 in.) for 1-column width and 17.5 cm (6.8 in.) for 2-column width, respectively.

We also accept IsisDraw, ChemWindows and Photoshop files, but please adhere to the above settings.

Do not forget the Graphic Abstract!

Captions must be placed in the text file, not in the graphic file!

The Editorial Office would be happy to offer advice concerning all technical aspects of manuscript submission. Please contact:

synlett_synthesis@thieme.de